Berlin + Jones Envelope Co.

[136 William St.]

1921

F-58-3-'20-10M.

Estimate from

BERLIN & JONES ENVELOPE CO.

FACTORY AND MAIN OFFICE: 547-553 WEST 27TH ST.
DOWNTOWN BRANCH: 136 WILLIAM STREET.
PHONE 1347 CHELSEA, REACHES ALL DEPTS.
PHONE 1762 BEEKMAN, ADDITIONAL WILLIAM ST. SERVICE.

№ 104960

TO AVOID ERRORS REFER TO THIS NUMBER WHEN ORDERING.

WITH OUR 2½ ACRES OF FLOOR AREA DEVOTED EXCLUSIVELY TO THE MANUFACTURE OF ENVELOPES AND FINE STATIONERY, WITH THOROUGH EQUIPMENT AND MODERN ORGANIZATION THROUGHOUT, WE ARE PREPARED TO HANDLE YOUR BUSINESS IN A WAY THAT IS BOUND TO PLEASE. GIVE US A TRIAL, IF NOT ALREADY A CUSTOMER.

To American Numismatic Society,
Broadway & 156th St.,
New York City.

ALL QUOTATIONS MADE AND ORDERS ACCEPTED SUBJECT TO OUR ABILITY TO SECURE THE PROPER SUPPLIES. DELIVERIES SUBJECT TO LABOR AND COAL CONDITIONS.

WE BEG TO QUOTE AS FOLLOWS:

DATED NEW YORK, Jan. 18, 1921

QUANTITY	STOCK	SIZE	DESCRIPTION	PRICE	UNIT
25 to 30M	1502	5½ x 7½	Open end, 2½" square flap, no gum, plain	5.95 per M	
"	1602	"	Ditto	6.55 " "	
			If printed black ink corner card, add $.65 per M to the above price		
	RBW:LL				

TRY OUR REBLIN MILLS FINE WRITING PAPERS. ALWAYS IN STOCK, WITH ENVELOPES TO MATCH.

WE HOPE TO BE FAVORED WITH YOUR ORDER FOR ABOVE WHICH WILL HAVE OUR BEST ATTENTION.

VERY TRULY YOURS,

BERLIN & JONES ENVELOPE CO.

Per

January 19th, 1921

Berlin & Jones Envelope Company
547 West 27th Street
New York City

Gentlemen:

Your estimate, No.104960, for manila envelopes received this morning. As I explained over the telephone, I find that I am unable to give storage room to as large a quantity as I had in mind, so desire to order ten thousand manila envelopes, 5½ by 7½ inches, open end, 2½ inches square flap, no gum, of the stock No.1502.

My understanding, as a result of the communication by telephone, is that the price of these will be $5.95 per thousand, plus One Dollar per thousand for printing return card in the corner. I am enclosing sample of the form of return card which we use, and would desire that you follow this as nearly as possible.

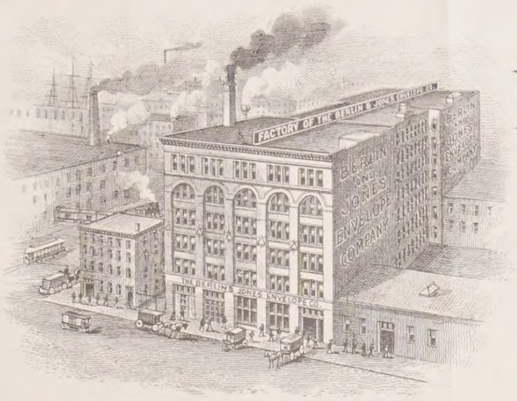
Please notify me how soon I may expect delivery.

Very truly yours,

Assistant to Curator

W/E.
Enc.

CABLE ADDRESS "REBLIN-NEW YORK"



Berlin & Jones Envelope Company

HENRY C. BERLIN, PRESIDENT

FACTORY, GENERAL OFFICES AND SALESROOMS
547-553 WEST TWENTY-SEVENTH STREET
548-552 WEST TWENTY-EIGHTH STREET

ADDITIONAL SALESROOMS
136 WILLIAM STREET.

TELEPHONE-"1347 CHELSEA"-ALL DEPARTMENTS

New York, U.S.A., Jan. 21, 1921.

American Numismatic Society,
Broadway at 156th St.,
New York City.

Gentlemen:

We beg to thank you for your letter of Jan. 19th, ordering 10M #1502 Manila 5½ x 7½ open end envelopes, no gum, at $5.95 per M, plus $1.00 per M for printing, and we will be very pleased to give same our prompt attention upon adjustment of terms.

Our records do not show that we have had the pleasure of receiving any business from you before, and if you desire to open a regular account with us, it will be necessary for us to have a few trade references to establish your standing for credit favors.

If, however, you are willing that we should handle the order on a cash basis, if you will send us your check for $50.00 to serve as deposit, we will start the order and collect the balance due less 3% on delivery of the envelopes.

We will, of course, be pleased to handle the order on either basis and trust that you will appreciate our position in the matter and favor us with an early response.

Yours very truly,

BERLIN & JONES ENVELOPE COMPANY

GHB:LL

TO INSURE PROMPT ATTENTION PLEASE ADDRESS ALL COMMUNICATIONS DIRECT TO THE COMPANY—NOT TO INDIVIDUALS.
ALL QUOTATIONS SUBJECT TO CHANGE WITHOUT NOTICE.

January 22nd, 1921

Berlin & Jones
547 West 27th Street
New York City

Gentlemen:

I have your letter of January 21st in regard to references.

This Society is not a regular business organization but a Museum sustained by an Endowment Fund approaching a half-million dollars. Our Assistant Treasurer and our bankers are the Central Union Trust Company, Personal Trust Company, from whom I think you may secure satisfactory information in regard to our financial condition.

As my reason for giving you the order for the envelopes was the promise of early delivery, I hope that there need be no further delay in this matter.

Very truly yours,

Assistant to Curator

W/E

MEMO. OF DELIVERY FROM

Berlin & Jones Envelope Company

NEW YORK
H. C. BERLIN, President

№ 78005

ORDER No.

DATE 7/14/21

DELIVER TO American Numismatic Soc
Broad & 156 St

CUSTOMER'S ORDER No.

CASE No.	QUANTITY	DESCRIPTION
4 Bo	3625	150 L Shuffle Pad

Received the goods described above

SIGNED